



Oregon State
University

Oregon State University

Chief Procurement Officer Search

Prepared by:

OSU Talent Acquisition

This Leadership Profile is intended to provide information about Oregon State University and the position of Chief Procurement Officer. It is designed to assist qualified individuals in assessing their interest.

About Oregon State University

Founded in 1868 and one of only two land, sea, space and sun grant universities in the U.S., Oregon State is an internationally recognized public research university that draws people from all 50 states and more than 100 countries. OSU is Oregon's statewide university. With its main campus in Corvallis, a branch campus in Bend (OSU-Cascades) and a presence in Newport (Hatfield



Marine Science Center), Portland (OSU Portland Center) and online (Ecampus), the University offers more than 200 undergraduate, graduate and doctoral degree programs. It is the largest university in the state with a total enrollment exceeding 32,000 and has more majors, minors and special programs than any other university or college in Oregon. More than 250,000 degrees have been awarded for OSU since its founding. Oregon State has earned the national distinction for Carnegie Classifications for “community engagement” and for “very high research activity.” OSU’s research expenditures have steadily risen in the recent past, with annual awards ranging from \$380 to \$440 million. OSU is distinguished by several very highly ranked programs and colleges, such as its programs in forestry, oceanography and robotics. As a member of the Pac-12 Conference, OSU offers 7 men’s and 10 women’s NCAA Division I sports.

Oregon State has a steadfast commitment to engage in exceptional 21st-century teaching, research, discovery, innovation and engagement and to integrate that research and engagement mission with the delivery of a high-quality, globally relevant and affordable education for the people of the state and beyond. OSU is committed to the ideal that higher education is a public good and that education of the kind it provides, as a research-intensive land grant institution, is uniquely important and should be accessible to all learners. Leaders across the state – within healthcare organizations, community-based not-for-profits, industry, community colleges and local governments, among others – know OSU as an institution that is highly collaborative and inclusive, one that values its partnerships, seeks input and works constructively to advance solutions that address issues of vital importance to Oregon and beyond. These issues include promoting economic prosperity and social progress through access to education, improving the sustainability of earth ecosystems and advancing health and wellness.

Oregon State University is guided by its 2019-2023 strategic plan [SP4.0 – Transformation, Excellence and Impact](#), which articulates the university’s distinctive focus on academic excellence in

all aspects of learning, discovery and engagement. SP4.0 is the fourth five-year plan developed by OSU and coincides with the celebration of Oregon State's 150th anniversary. This fourth iteration of the university's strategic plan lays out goals and actions that will drive the institution closer to a set of distinctive strengths achievable by the year 2030 that are articulated in OSU's [Vision 2030](#) document. The University's strengths fall into four areas: Innovation in Education, Inclusion and Collaboration; Revolutionary Earth Systems Sciences; Leading in Health and Wellness; and Advancing Economic Prosperity and Social Progress.

Oregon State University launched the Office of Institutional Diversity in 2016, underscoring its commitment to bring a new and singular focus to advancing equity, inclusion and social justice. Led by the University's chief diversity officer, OSU developed its first comprehensive diversity strategic plan, [Innovate and Integrate: Plan for Inclusive Excellence](#), in 2018. The plan was developed through extensive engagement with students, faculty and staff who contributed their expertise and experiences. The plan is organized around five key goals – ambitious, but attainable – to achieve inclusive excellence by incorporating existing successful initiatives and embracing innovative ideas.

The office of Institutional Diversity is primarily responsible for monitoring implementation and progress of the diversity strategic plan. However, this work involves all Oregon State community members, and success will require continuous partnership and collaboration.

Oregon State has seven cultural resource centers that provide welcoming, culturally rich gathering places and support for all students.

The Opportunity

Chief Procurement Officer

The Chief Procurement Officer (CPO), reporting to the Senior Associate Vice President for Administration (SAVPA), is responsible for the strategic vision, leadership, planning, and management of the purchasing and materials management functions of the entire university and oversees the execution of daily work in Procurement, Contracts and Materials Management, including budget authority over department expenditures, and supervision of unit head staff.

The CPO is responsible for the development of value-added business processes, including enabling an efficient process flow, optimizing cost savings on purchases, facilitating the business contract programs and efficient materials management.

This position is expected to develop and implement short and long-term strategies to proactively maximize the use of university resources with a visionary and continuous improvement mindset, including, but not limited to, effective contracting, efficient sourcing and supply management, and detailed spend analytics. The CPO is expected to continually look for ways to streamline and eliminate unnecessary or redundant business processes. The CPO will work to enhance equity and inclusion goals in hiring, business process, and supplier diversity.

The CPO is responsible for ensuring proper use of the university resources and the adequacy of internal controls related to contracting and procurement. The CPO establishes and maintains

consistent and compliant contracting policies, procedures and guidelines across the institution and must have an understanding of public university finance and budgeting, as well as a thorough understanding of policy, practice, administrative rules, and applicable state and federal law. The CPO is expected to keep abreast of any changes that affect the university concerning contracting and procurement, and to inform or otherwise provide training to their staff and other stakeholders.

A division within the CPO span of control is Contract Services which reviews and executes contracts when OSU is: providing services; granting access to OSU equipment or land; establishing internships, student abroad and exchange programs; receiving donations or sponsorships; or entering into athletic agreements.

The CPO also drafts and negotiates a wide variety of sensitive and high-level university contracts and partners with General Counsel and senior leadership on university initiatives. On behalf of the university, this position will lead outreach to campus stakeholders, peer agencies, and the regional business community, including historically disadvantaged business entities, and ensure access to university business opportunities. This position will serve on the SAVPA's Leadership Team and be involved with strategic decision making that helps to shape the unit while ensuring the services and programs provided to the university align with our mission and strategic plan 4.0.

To be successful in this role the CPO must demonstrate:

- Leadership and interpersonal skills, including the capacity to foster constructive outcomes in a complex environment involving an array of distinct stakeholders from diverse backgrounds.
- Experience in the development of policies that direct the conduct of contracting and procurement processes to eliminate bias and barriers for businesses owned by minorities, women, and veterans and emerging small businesses to procure goods and services development.
- Extensive experience and ability, at management level in a strategic , procurement and contract management function
- Effective change management leadership.
- Ability to identify and predict real potential long-term implications of policy decisions concerning, contracting and procurement.
- Experience fostering inclusive excellence to enable success for people from diverse backgrounds, while looking to diversity as a source of enrichment and strength.
- Listening skills and the ability to interpret the needs of units and departments across campus to ensure their procurement needs are met.
- High ethical standards, mature judgment, and discretion.
- High standards of accuracy and precision and be highly organized.
- Ability to establish credibility and influence across the organization.
- Ability to foster a culture where creative solutions are encouraged, explored and evaluated.
- Excellent verbal and written communication skills.
- The ability to build and maintain collaborative relationships across a wide stakeholder group.
- The ability to prioritize workload and proactively manage expectations in relation to agreed deliverables, even when faced with competing priorities.

Minimum Qualifications

Bachelor's degree in Business Administration or other related field required.

Seven years' experience negotiating contracts and procurements and/or seven years' experience drafting complex contracts and procurements.

Five years' experience managing, directing, and coordinating the workload and work product of others to strategic outcomes.

A demonstrable commitment to promoting and enhancing diversity

This position is designated as a critical or security-sensitive position; therefore, the incumbent, must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

Preferred Qualifications

Experience in the development of policies that direct the conduct of contracting and procurement processes to eliminate bias and barriers for businesses owned by minorities, women, and veterans and emerging small businesses to procure goods and services development.

Experience managing federally funded procurements.

Experience working with Oregon State law and federal regulations, including public procurement laws.

Experience (at least three years) Governmental and/or Higher Education procurement and contracting experience.

Experience providing training on contracting and procurement regulations and policies to diverse audiences.

Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), Certified Supply Chain Professional (CSCP) or other industry recognized professional certification in procurement, contracting, or supply chain management.

Employee Benefits

Unclassified Professional Faculty

Oregon State University offers a competitive benefits package which includes a generous employer contribution of 95% of the premium costs of medical, dental, vision and employee basic life insurance. Employees also have the option of enrolling in additional employee life or dependent life insurance, short term and long term disability insurance plans, long term care insurance and Flexible Spending Accounts. OSU provides two retirement plan programs for Professional Faculty which include

employer-paid retirement contributions in addition to optional 403b and 457 deferred compensation retirement benefits.

Professional Faculty positions will receive 15 hours of vacation leave and eight hours of sick leave each month (prorated based on FTE). Employees receive nine paid holidays and one floating holiday each year.

OSU also offers a wonderful tuition reduction benefit that can be passed on to taxable dependents and is recognized at any of the seven state Oregon universities.

Additional information regarding benefits offered by OSU can be found on the benefits page for [New Employees](#) and the [Faculty \(Unclassified\) benefits](#) page. When reviewing benefits, please note this position is designated as Unclassified Professional Faculty.

Leadership

Paul Odenthal, Senior Associate Vice President for Administration



Paul Odenthal is the Senior Associate Vice President for Administration and oversees public safety, insurance and risk management services, environmental health and safety, capital planning and development, real property, facilities services, transportation services, procurement contracting and material management. He is also designated to act on behalf of the vice president for finance and administration.

Paul has over 30-years of experience leading large organizations in facilities operations and support services integration on both Navy installations and in the education environment. Prior to joining OSU, Paul served as executive administrator for facilities over the Beaverton Oregon School District's 54 campuses. His career as a Navy Civil Engineer Corps Officer included serving as a naval base commander, integrating all aspects of community and safety services for over 30,000 people; Commodore of a Naval Construction Group, executing peacetime and combat construction, disaster recovery and humanitarian assistance operations worldwide; and Deputy Commander of Naval Facilities Engineering Command MidAtlantic, managing the infrastructure of the Navy's largest region. He holds both a bachelors and masters of science in civil engineering from Oregon State University, a Masters of Art in Military Operations from Air University, and he completed the Advanced Executive

Program at the Kellogg School of Management, Northwest University. Paul is a registered Professional Civil Engineer in California and a Certified Energy Manager.

OSU Campus Locations

Oregon State University's Corvallis campus features stately historic buildings, state-of-the-art facilities, expansive open spaces and gardens across 400 acres. The Corvallis campus is home to more than 24,000 students, 11 colleges, the Honors College, the Graduate School, four ROTC programs and multiple research centers and institutes. Students can participate in more than 400 clubs and organizations on campus, while seven cultural resource centers provide a welcoming, inclusive community for learning, celebration and self-expression. The community of Corvallis consistently ranks among the nations' best cities to live, as well as one of the smartest, most innovative and most environmentally responsible cities. With a population of nearly 58,000, Corvallis features a lively downtown along the Willamette River, abundant parks and appealing neighborhoods. Corvallis is also ideally located for exploring Oregon. Both the Oregon Coast and the mountains of the Cascade Range are an hour away by car. Portland, Oregon's largest metro area, is just 90 minutes away.

Surrounded by 2.5 million acres of mountains, forests and high desert rangeland, and a growing, vibrant community, Oregon State University's campus in Bend brings higher education and faculty-student mentoring to Central Oregon, the fastest growing region in the state. Distinguished by 22 undergraduate and graduate degree programs that are responsive to industry needs in areas such as sustainability, education, engineering, health and wellness, tourism, and innovation, OSU-Cascades drives economic growth and prepares students for tomorrow's challenges. A growing research portfolio addresses local and global challenges, from fresh water scarcity to energy solutions to children's welfare. The campus offers a slate of lectures, events and lifelong learning opportunities to the public. As a top ski, bike and trail town, Bend is celebrated for its outdoor recreation. A thriving downtown, active cultural and theater scene, and engaged community add to Bend's quality of life. OSU-Cascades is expanding to serve 5,000 students, building a campus with net-zero goals and repurposing previously unusable lands.

The Hatfield Marine Science Center (HMSC) is a distinguished marine laboratory located in Newport. The HMSC serves as Oregon State University's coastal campus and as an oceanographic research base for six state and federal agencies, providing academic programs and opportunities for students in secondary and post-secondary education. HMSC is home to a wide array of research laboratories, including wet, computation, innovation, seawater, and teaching labs. Many of these labs are operated by researchers with one of our partner centers, institutes, agencies, or a department in one of OSU's 12 colleges.



Oregon, Beautiful & Welcoming

Oregon's diverse geography creates beautiful vistas that can be found everywhere – along the rugged Pacific Ocean coastline, over soaring, snow-capped mountains, along mighty rivers, through bountiful valleys, lush forests and a vast high desert.

Thriving urban cities and charming small towns share a welcoming sense of community. Virtually unlimited opportunities for outdoor recreation, a vibrant arts scene, world-famous wineries and breweries, and an abundance of local farmers markets all contribute to Oregon's enviable quality of life. The cost of living is moderate, as is the climate. True, it does rain, but Oregon also offers four distinct seasons and plenty of sunny days.



Oregon's economy is strong and diverse. Driven by Intel and other major firms, the state's high-tech industry is flourishing. Oregon is home to Nike, Columbia Sportswear, Adidas America and hundreds of national and global sporting goods companies.

Innovation in agriculture, forestry and wood products manufacturing are substantial Oregon Assets. One-fifth of Oregon's economy is in international trade, much of that with Pacific Rim countries.

For more information, traveloregon.com and oregon4biz.com.

About Procurement, Contracts and Materials Management

Procurement, Contracts and Materials Management (PCMM) is a unit within the Division of Finance and Administration. PCMM strives to uphold and practice DFA's [Vision, Mission and Values](#) and their guiding principles in support of the university's core values of accountability, diversity, integrity, respect, and social responsibility. PCMM supports a respectful work environment that welcomes diversity and inclusion for all individuals.

PCMM is comprised of Procurement, Contract Services, Construction Contract Administration, eProcurement, Surplus Property, and Recycling. PCMM partners with the OSU community to anticipate their business and resource needs by collaborating and developing procurement, contracting, payment and resource management support, strategies and solutions. PCMM endeavors to provide exceptional supply chain and resource management by continuously improving business processes and technology solutions in order to elevate our business partners' experience.

Exceptional stewardship of the university's resources is demonstrated through best value procurements, favorable contract terms, efficient payment strategies, optimal monetary return or value on surplus property, and reducing, reusing and recycling materials.

PCMM considers university business partners to be valued clients and works to provide business opportunities to a diverse pool of contractors and suppliers. Processes are continuously reviewed and improved to provide a positive experience for those doing business with OSU. PCMM values the vendor community and strives to create strategic partnerships that offer the best value to the university.

PCMM supports all OSU campus locations, as well as statewide extension activities in all counties throughout Oregon.

Procedure for Candidacy

All applicants interested in the Chief Procurement Officer position should apply at [OSU Jobs](#).

Candidates should provide a recent resume and a cover letter that addresses the responsibilities and requirements described in the job posting.

Emailed or mailed documents will not be accepted. All applicant material must be submitted through the OSU Jobs portal for consideration.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

